

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS07923041

DATE POSTED: 03/10/22

POSITION NO: 244671

CLOSING DATE: 03/23/2022 by 5pm

POSITION TITLE: Deputy Division Director

DEPARTMENT NAME / WORKSITE: Division of General Services - Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ70A

WORK HOURS: 8 AM - 5 PM PART TIME: ☐ NO. OF HRS./WK.: 75,460.32 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : 36.14 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

This position is Professional At-Will. The Deputy Division Director performs assigned executive level duties under the direction of the Division Director. Provides executive leadership to the Division of General Services nine (9) departments of all internal & external matters related to department/program activities, policy, administration, finance, communication, and interactions within the Executive and Legislative Branches. Works with each department and program manager to meet tribal, state, and federal regulations to expend funds, submit tribal, state, and federal reports timely and accurately, responds to all tribal, state, and federal requests for information, prepare tribal, state, and federal budgets timely and accurately, address employee issues and produce necessary documents required by the Legislative oversight, Navajo Nation Council and other tribal, state and federal entities. The Deputy Division Director will provide direct supervision, assigns and manages operations by directing and coordinating activities consistent with established goals, objectives and policies of Navajo Air Transportation, Department of Information Technology, Employee Housing Program, Facilities Maintenance Department, Fleet Management Department, Insurance Services Department, Navajo Nation Telecommunications and Utilities, Navajo Transit System, and Records Management Department. Reviews and monitors agreements, contracts and grants to develop and implement property, procurement, and records management, develop, implement and provide technical assistance with the application of internal control standards and measures, monitor internal and external audits and to serve as primary contact for budget formulation, audit, and condition of appropriation and other compliance standards. Attends meetings with high level tribal, state, and federal officials on major issues impacting the division, departments, and programs; represents the Division of General Services: meets with the Office of President and Vice President, Navajo Nation Speaker, Navajo Nation Council, legislative committees, and tribal, state, and federal officials; and other duties as assigned by the Division Director.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Administration or Business Administration or related field and six (6) years of administrative, management experience, which must include five (5) years of supervisory experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable Background Investigation.
- Posses a valid states Drivers License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Navajo Nation Permit (within 30 days of hire). FMIS Certified (within 90 days of hire). 6B Rollout Certification (within 90 days of hire) Knowledge of public administration, Navajo Nation, federal, & state laws, program development, budgetary & financial controls, operational activities, mission objectives. Skill in Human Resources; Leadership or Program Management. Proficient in Microsoft Office Software, and other computer applications. Ability to communicate effectively in Navajo Language would be referred.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.